

Checklist Disclaimer:

It is important to note that not all information listed on the checklist may be required. Those items most typically required are identified with a checklist. At your pre-application meeting, your project coordinator will identify which items are required for submittal.



REZONING APPLICATION LIST

SCHEDULE A MEETING WITH YOUR PROJECT COORDINATOR *BEFORE* SUBMITTING APPLICATION.

This Application list has been prepared to assist you in submitting a complete and successful application to the City of Scottsdale. At the required pre-application meeting, a Project Coordinator will check off the items on this Application List that are required with your submission. **Please call 480-312-7000 if you have any questions concerning this application and to schedule your submittal meeting.**

CASE # _____-PA-_____

PART I -- GENERAL REQUIREMENTS

- ☒ 1. **REZONING APPLICATION LIST** (this list)
- ☒ 2. **COMPLETED APPLICATION FORM** (form provided)
- ☒ 3. **ZONING APPLICATION FEE** \$ _____
- ☐ 4. **GENERAL PLAN AMENDMENT APPLICATION FEE** \$ _____
- ☒ 5. **LETTER OF AUTHORIZATION** (from property owner(s) if the property owner did not sign the application form)
- ☒ 6. **CITIZEN REVIEW PROCESS REQUIREMENTS:**
(see attached)
- ☒ 7. **CURRENT TITLE REPORT:** 8-1/2" x 11" - 1 copy
 - A) Not older than 30 days
 - B) Must show current owner
 - C) Include Schedule A and Schedule B
 - D) Commitment of Title is not acceptable
- ☒ 8. **LEGAL DESCRIPTION:**
8-1/2" x 11" - 2 copies
- ☒ 9. **SITE LOCATION MAP:**
8-1/2" x 11" - 1 copy (quality suitable for reproduction)
- ☒ 10. **ASSESSOR'S MAP:** (obtain from Records) identifying parcel(s); project location is to be clearly marked
8-1/2" x 11" - 2 copies (quality suitable for reproduction)

✓ 11. **PROVIDE A COMBINED CONTEXT AERIAL AND CONTEXT SITE PLAN:**

Full size - 2 copies
11" x 17" - 1 copy

AERIAL SHALL NOT BE MORE THAN 1 YEAR OLD AND SHALL INCLUDE AN OVERLAY OF THE SITE PLAN showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:

_____ 500 feet
_____ 1/4 mile
_____ 1 mile
_____ other

Show the proposed site plan in relation to surrounding development including the following:

- 1) Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls);
- 2) Label surrounding zoning and land uses;
- 3) Streets including sidewalks, and any surrounding driveways or intersections;
- 4) Show bike paths and trails; and
- 5) Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

_____ 12. **MASSING MODEL:** Scaled model indicating building masses on the site plan and the mass of any building within 500 feet (or other distance as required by the Project Coordinator).

✓ 13. **EXISTING CONDITIONS PHOTO EXHIBIT: PROVIDE PHOTOS MOUNTED OR PRINTED ON 8-1/2"x11" PAPER** - FOR INCLUSION IN THE PACKETS. Printed digital photos are OK.

- Photos mounted on cardboard, foamboard, particleboard, posterboard or other material will not be accepted.
- See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
- Provide **1** color original set and **8** color copy sets

✓ 14. **PROJECT NARRATIVE** (form provided)

_____ 15. **GENERAL PLAN AMENDMENT JUSTIFICATION** (form provided)

_____ 16. **PROPOSED AMENDED DEVELOPMENT STANDARDS**
(see attached sample) – should meet Maricopa County recording requirements.

_____ **Proposed amended development standards justification form (attached)**

✓ 17. **SCHOOL DISTRICT NOTIFICATION** - map attached. (see attached Community Input Certification form)

✓ 18. **POLICY** for Appeal of Required Dedications or Exactions (copy provided to applicant)

- _____ ✓ 19. **ARCHAEOLOGICAL RESOURCES:** (information sheets provided)
- _____ 1. Certificate of No Effect / Approval Application Form (provided)
- _____ 2. Archaeology Survey and Report - **3** copies
- _____ 3. Archaeology 'Records Check' Report Only - **3** copies
- _____ 4. Copies of Previous Archeological Research - **1** copy
- _____ 20. **HISTORIC PROPERTY:** (existing or potential historic property)
- _____ 1. Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan.
- _____ ✓ 21. **SITE POSTING REQUIREMENTS** (decal provided) and
- _____ 1. AFFIDAVIT OF POSTING FOR PROJECT UNDER CONSIDERATION
(Affidavit must be turned in no later than 14 days after application submittal.)
- _____ 2. AFFIDAVIT OF POSTING FOR PUBLIC HEARING
(Affidavit must be turned in 20 days prior to P.C. hearing.)
- _____ 22. **DRAFT DEVELOPMENT AGREEMENT** (if applicable)
- _____ 23. **COMPLETED AIRPORT COMMUNICATION FORM** - Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; **information packet provided**)

PART II -- REQUIRED PLANS & RELATED DATA

- _____ ✓ 1. **SITE PLAN:** (include all existing or approved site plan data on all adjacent property within 100+ feet of the site - see attached Site Plan Submittal Requirements list)
- Full size - **2** copies
- 11" x 17" - **1** copy
- Digital - **1** copy (See Digital Submittal Plan Requirements)
- _____ 2. **PROJECT DATA SHEET** (form provided)
- _____ 3. **SITE PLAN WORKSHEET:** including calculations (sample attached)
- Full size - **1** copy
- _____ 4. **CONCEPTUAL ELEVATIONS:**
- Full size - **1 color** copy
- 11" x 17" - **1 color** copy
- Digital - **1** copy (See Digital Submittal Plan Requirements)
- _____ 5. **CONCEPTUAL LANDSCAPING PLAN:**
- Full size - **1** copy
- 11" x 17" - **1** copy
- _____ 6. **FLOOR PLANS:**
- Full size - **1** copy
- 11" x 17" - **1** copy

PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"
Full size must be folded to specifications – see attached instructions

- _____ 7. **FLOOR PLAN WORKSHEET:** (including calculations)
Full size - 1 copy
Digital - 1 copy (See Digital Submittal Plan Requirements)
- ✓ _____ 8. **DRAINAGE REPORT:** See Sec. 2-202 of the City's Design Standards & Policies Manual for specific submittal and content requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial/topo maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.
8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
Digital - 1 copy (See Digital Submittal Plan Requirements)

Planning Systems will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.

NOTICE - DRAINAGE REQUIREMENTS

Be advised that obtaining these permits or providing the Special Inspection Checklists and Certificate of Special Inspection of Drainage Facilities may be a lengthy process and may affect the timing of your project.

SECTION 404 PERMITS. Prior to issuance of any City permits, developers must submit the City of Scottsdale Section 404 Certification Form.

NPDES. A NPDES Notice of Intent and Storm Water Pollution Prevention Plan may be required (see DSPM Guidelines).

SPECIAL INSPECTIONS AND CERTIFICATION. Prior to the issuance of Certificates of Occupancy and/or Letters of Acceptance by the Inspection Services Division, the developer, at its expense, shall submit the Certificate of Special Inspection of Drainage Facilities, Certificate of Compliance, and all special Inspection Checklists required by the Project Quality/Compliance Div.

- _____ 9. **WATER SAMPLING STATION**
_____X a. Show location of sample stations on the preliminary plat.
_____X b. Fax 8 1/2" x 11" copy of the preliminary plat with sampling stations to the Water Quality Division. Attn: Craig Miller. Fax 480-312-5615/ Phone 480-312-5016

PART III -- ADDITIONAL REQUIREMENTS

- ✓ _____ 1. **RESULTS OF ALTA SURVEY** (24"X36") - 1 copy
- _____ 2. **TOPOGRAPHY MAP:** (include 2'-0" minimum contours except where slopes exceed 15%)
Full size - 1 copy
11" x 17" - 1 copy
- _____ 3. **SITE CROSS SECTIONS:** Show existing and proposed grade lines, and all finished floor elevations of adjacent sites (at locations specified by the Project Coordination Manager)

PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"
Full size must be folded to specifications – see attached instructions

- Full size - 2 copies
8-1/2" x 11" - 1 copy (quality suitable for reproduction)
- ✓ 4. **TRAFFIC IMPACT STUDY** (Refer to Guidelines) - 3 copies
5. **PARKING STUDY** (Refer to Guidelines) - 3 copies (required for reduction of Ordinance requirements)
- ✓ 6. **TRIP GENERATION COMPARISON**) - 3 copies
7. **PARKING MASTER PLAN** - 3 copies (required for reduction of Ordinance requirements)
8. **NATIVE PLANT SUBMITTAL:** identifying significant concentrations of vegetation
Full size - 1 copy (aerial with site plan overlay to show spatial relationships of existing protected plants to proposed development)
See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
9. **PHASING PLAN** showing the proposed infrastructure and access to each phase of the development
Full size - 1 copy
10. **PRD ADDENDUM** (refer to Guidelines) - 2 copies
11. **PCD ADDENDUM** (refer to Guidelines) - 2 copies
12. **PBD ADDENDUM** (refer to Guidelines) - 2 copies
13. **OTHER** _____

PART IV – SUBMITTAL REQUIRMENTS AFTER HEARING DATE DETERMINED

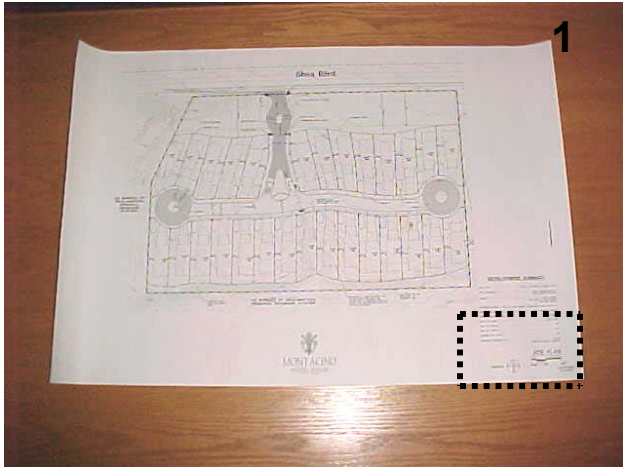
***** NOTE: EACH CHECKED ITEM INDICATED BELOW REQUIRES THE FOLLOWING NUMBER OF COPIES:** 11" x 17" - 16 COLOR COPIES STAPLED IN SETS (A set consists of one of each required 11"x17")
8-1/2" x 11" - 2 color or black and white copies

- _____ A. Context aerial and context site plan
_____ B. Site plan
_____ C. Conceptual elevations
_____ D. Conceptual landscape plan
_____ E. Floor plans
_____ F. Topography map

PROJECT COORDINATOR

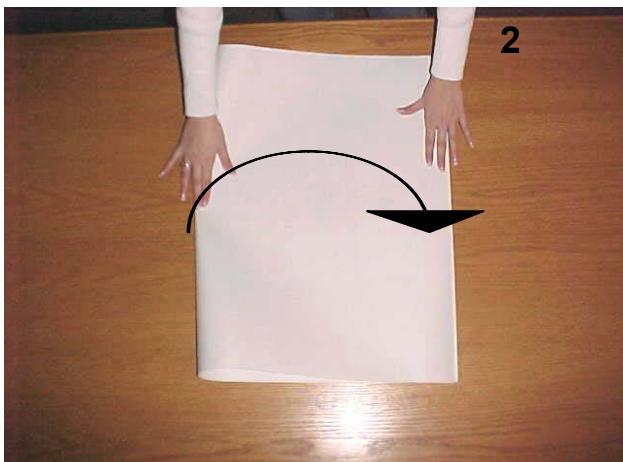
DATE

Folding Instructions

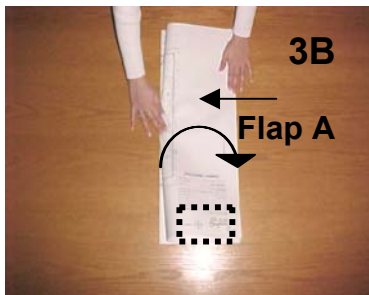
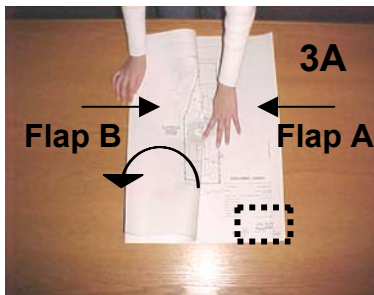


Step 1: Place plan flat on table. Make sure that the title bar is on the bottom right hand corner of the plan.

****Dotted line indicates title bar**

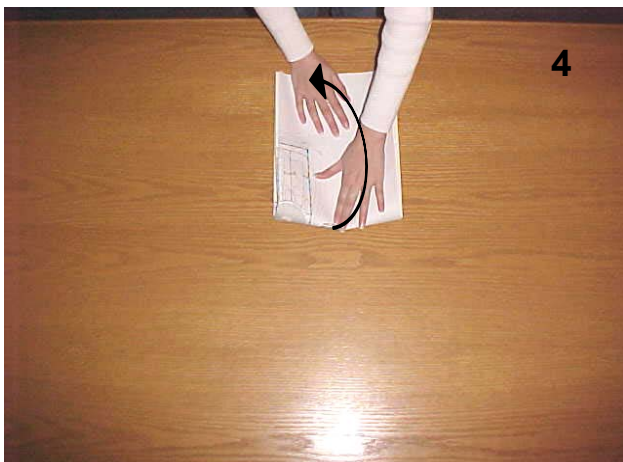


Step 2: Fold the plan in half vertically so that the title bar is not showing.



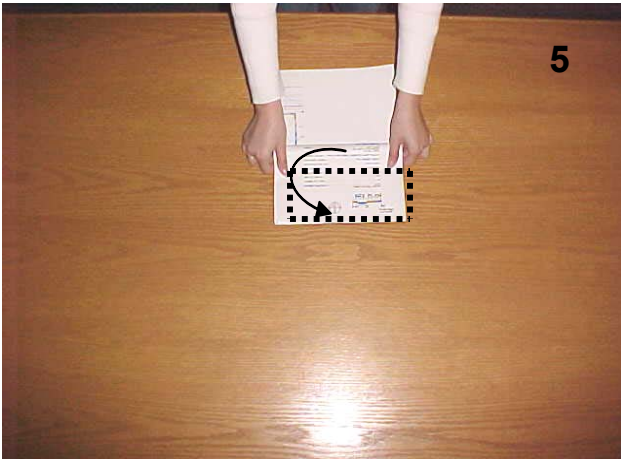
Step 3A: Fold Flap B back to the crease that was created in step 2. Turn the plan over

Step 3A: Fold Flap A back so the title bar is showing.

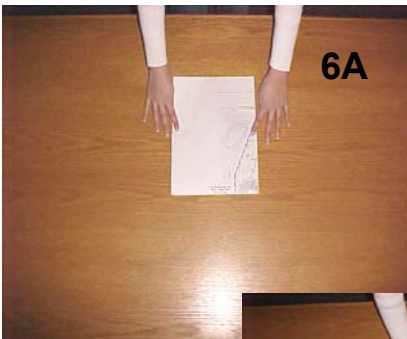


Step 4: Fold the plan in half horizontally (bottom to top) so that the title bar is facing the inside of the plan. (The title bar should not be showing.)

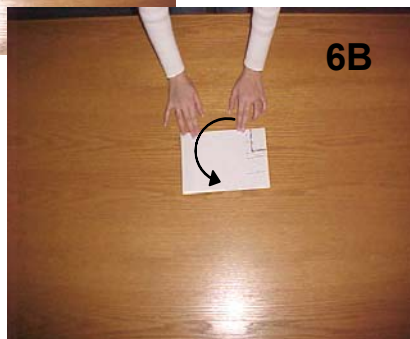
Folding Instructions



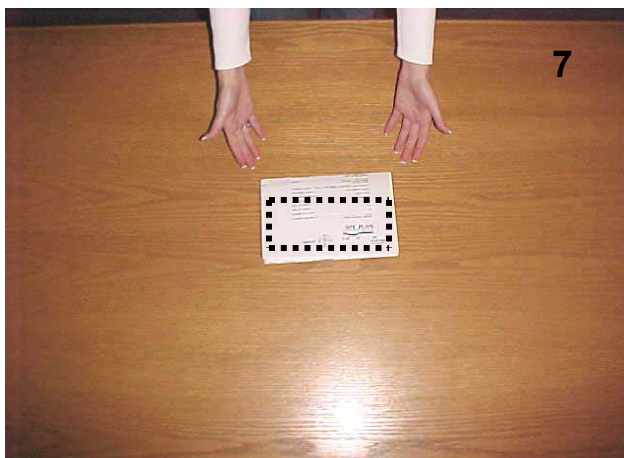
Step 5: Fold the title bar back horizontally (top to bottom) so that the title bar is showing.



Step 6A: Turn plan over.



Step 6B: Fold the opposite side of the plan down to create an accordion effect demonstrated below.



Step 7: This is the final result.